

# KEWEENAW BAY INDIAN COMMUNITY

## 2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, SR.  
DONALD SHALIFOE, SR.

## BOARD OPERATOR

Part-time, Exempt Position

*ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT*

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Copy of High School Diploma, GED, Certificate of Completion or Transcripts
- ☐ If you are a KBIC member working towards obtaining your GED, you must provide verification
- ☐ Air Check/Demo
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Hannah Beesley, Personnel Director  
16429 Beartown Road  
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**Distribution Date:** November 4, 2016

**Closing Date:** November 18, 2016 at 4:00pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS  
"Home of the Midnight Two-Step Championship"

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### POSITION DESCRIPTION

#### **POSITION:**

#### **BOARD OPERATOR**

Part-time, exempt position  
(Follows Enterprise Employment Manual)

#### **LOCATION:**

Eagle Radio; Baraga, Michigan

#### **SUPERVISORY CONTROL:**

General Manager – Eagle Radio

#### **SALARY:**

Grade 3 (minimum starting wage = \$9.80/hour)

#### **QUALIFICATIONS:**

- Must have High School Diploma, GED, or Certificate of Completion.
  - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
  - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must be willing to work variable shifts (including weekends) and receive training.
- Excellent oral communication and writing skills are required.
- Good attention to detail and be highly motivated to learn new and challenging skills.
- Must be computer literate.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical and pre-employment drug test.

#### **INDIAN PREFERENCE:**

Preference will be given to qualified individuals of American Indian descent.

#### **VETERAN PREFERENCE:**

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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### **DUTIES AND RESPONSIBILITIES:**

1. Memorizes script, reads, or ad-libs to identify station, introduce and close shows, and announce station breaks, commercials, or public service information.
2. Cues worker to transmit program from the station according to schedule.
3. Reads news flashes to keep audience informed of important events.
4. Describes public events such as parades, conventions, and special promotions.
5. Interviews guests, such as sport or public personality, and moderates panel or discussion show to entertain audience.
6. Keeps daily program log.
7. Operates control console.
8. Host specialty music shows (i.e.: "Indigenous Insights", "Saturday Night With ...")
9. Performs additional duties, such as operating radio transmitter, selling time, or writing advertising copy.
10. May be used as voice characterization for commercials and public service announcements.
11. Will assist lead staff with live remote broadcast and mobile DJ services.
12. Will be trained in the areas of on-air announcing and commercial production.
13. Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build moral and group commitments to goals and objectives; supports everyone's efforts to succeed; works with integrity and ethically; upholds organizational values.
14. Prioritizes and plans work activities.
15. Attendance and punctuality is critical.
16. Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
17. Other duties as assigned by supervisor.

*This position announcements summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.*

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